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MEMORANDUM FOR: Executive Committee Members

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                 Secretary, Executive Committee

SUBJECT   : Agenda for Executive Committee Meetings,
                 5 and 6 December 1979

    1. The Executive Committee will meet on Wednesday, 5 December
1979, at 2:30 P.M. and on Thursday, 6 December 1979, at 3:00 P.M.
in the DCI Conference Room to complete discussion and reach decisions
on the recommendations presented in the NAPA Project Group Report.

    2. On Wednesday you should be prepared to focus on Sections I-R,
Personnel Selection and Development. If time permits, you will begin
to address Sections S-W, Manpower Planning, Recruitment, and Separation.
Whatever is not covered on these sections on Wednesday plus Sections
X-AA, Personnel Program Evaluation, will be completed on Thursday.
The Office of Personnel will be providing you a summary of Committee
member comments on the above sections prior to the meetings.

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cc: D/OP
     OGC

Tentative Executive Committee Calendar

Date	Subject	Component
* Wednesday, 12/5/79 1430 - 1600 hours	NAPA	OP
* Thursday, 12/6/79 1500 - 1630 hours	NAPA	OP
* Tuesday, 12/18/79 1000 - 1130 hours	I. Information Handling Task Force Progress Report II. Doing More With Less	DDA/ Task Force Comptroller
* Thursday, 12/20/79 1400 - 1530 hours	I. FY 1982 R&D Program Issues and Initiatives II. Uniform Selection Guidelines	DDS&T EEO

Other Pending Items

* January	State of ODP	ODP
January	ADP Application Reviews (2 sessions)	ODP
January	Review of Priority Collection Projects	EXCOM Staff
January	Space Needs/Possible Solutions	OL

* Change of date, time, or subject from previous calendar.

Note: All meetings will be held in the DCI Conference Room (7D64) unless
       otherwise noted.